![Defense Logistics Agency 50th DAPS 1949-1999 - Innovators in Document Automation]
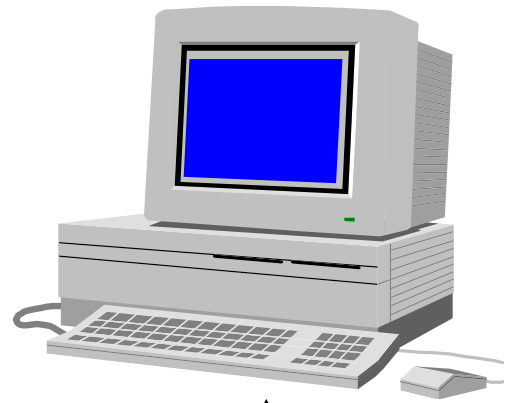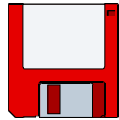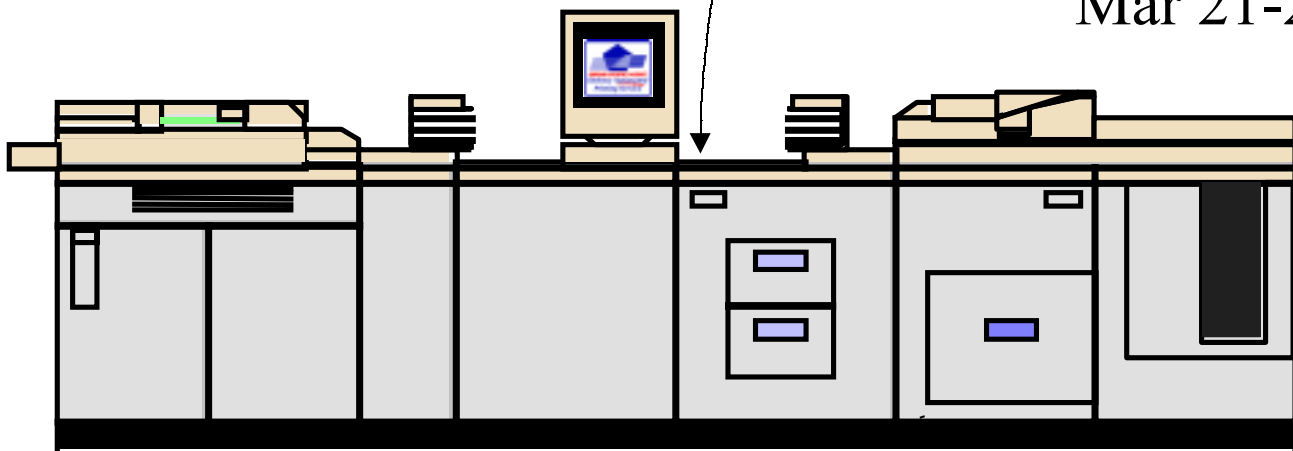
SENDING PRINT FILES

Delivering Hard-Copy Originals

I-LAN
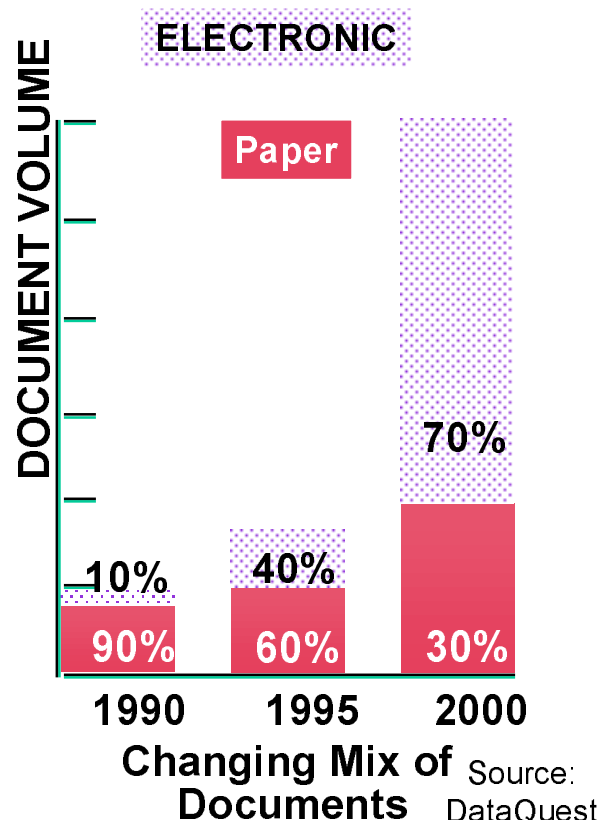
Formatting print requests

Mar 21-2000

The Changing Office

- PCs replace pencils
- Printers replace typewriters
- Ethernet replaces sneakernet
- E-mail replaces snailmail
- WWW adds a whole new dimension!

Key Messages:

➡Electronic documents are growing rapidly - now exceed paper (Last year: PC output surpassed pages copied)

➡Paper documents will also increase because of the explosion of information

DOCUMENT VOLUME

ELECTRONIC

Paper

70%

10%   40%

90%   60%   30%

1990   1995   2000

Changing Mix of Documents Source: DataQuest

INTRODUCTION

The first and most important statement:

"Requests for printing, copying, and duplicating,

are done from a wide variety of material, sources, and the originals are generally a copy of what is needs to be duplicated."

This publication offers guidance to understanding some terminology and formatting. The end result is supplying the tools needed to get the expected results from the materials supplied.

Questions not answered in this pamphlet can be answered by calling the phone numbers supplied. Trial runs and proof copies may be requested when required.

- Complete blocks 4-22
- Your forms / books are formatted with the information provided in this form. Please take the time to ensure its accuracy or ASK.
- Block 21 requires a *legible* name and phone number.

PRINTING/REPROGRAPHIC REQUEST Submit original plus 2 COPIES	CHECK IF CLASSIFIED ☐ CONF ☐ SECRET ☐ EXAM

1. JOB NUMBER	FY 2000_	PLANT 35	2. BILLING/JOB NO.	SUBPLANT No. 35/36	3. AUTH CODE

4. DATE OF REQUEST DATE SUBMITTED	5. DATE OF REQUIRED COMPLETION DATE	8. DESCRIPTION (Title, Form No.,etc.)
6. NO. OF COPIES BOOKS, SETS, FLYERS	7. NO. OF ORIGINALS SEE PAGE 13	This also needs to accurately identify digital files when submitted.

9. PAPER: (IF NOT STANDARD WHITE BOND) Text: WHITE BOND	10. COLOR OF INK: (IF NOT BLACK INK)	COPYRIGHT NOTICE:
11. COVER: BLUE VELLUM	19. REMARKS:	I certify that I understand the laws pertaining to copyright material and none of the material submitted violates those laws.
12. FINISHED SIZE ☐ 8 1/2 X 11 ☐ OTHER 5 1/2 X 8 1/2		21. REQUESTOR (Name & Signature) PHONE
13. PRINT ☐ ONE SIDE ☐ HEAD TO HEAD ☐ HEAD TO FOOT		
14. MARGINS (inches) ☐ AS COPY ☐ OTHER	20. DELIVERY INSTRUCTIONS CALL WHEN READY MAIL TO:	22. ACTIVITY/OFFICE BLDG.
15. ASSEMBLY ☐ COLLATE ☐ STACKS		24. FUNDING AUTHORIZATION (Name & Phone)
16. DRILL OTHER ☐ 3-HOLE LEFT ☐ 2-HOLE TOP		
17. STAPLES/STITCH ☐ 1 ULC ☐ 2 LEFT ☐ SADDLE	23. DAPS ESTIMATE	25. IM AUTHORIZATION (Name & Phone)
18. ☐ TOP ☐ GBC ☐ PAD ☐ LEFT ☐ TAPE BIND		

- Block 9 & 11 need both color and type identified (Sample: Block 11 > Blue Vellum)
- Block 12 is for the finished size.
- Block 18 identifies different finishing, padding (gluing the edge), Tape is actually a strip of tape applied to the bound edge, GBC is a specialized plastic comb on the bound edge of the book.
- *There are references to these blocks in the following pages.*

DESIRED FORMATS
(Digital files)

⊟Single file for the whole book. *(8 1/2 X 11 pages)*
1. Whether the program used is Word, PowerPoint, Excel, etc.. Makes little difference.
2. Insert tabs not spaces for formatting
3. Insert page and column breaks not a whole line of carriage returns to create column or page breaks.

⊟When creating the half size (5 1/2 X 8 1/2) booklets or pamphlets be consistent with the page sizes and formatting. Mixing formats will deliver a mix of unwanted results, and increase production time.
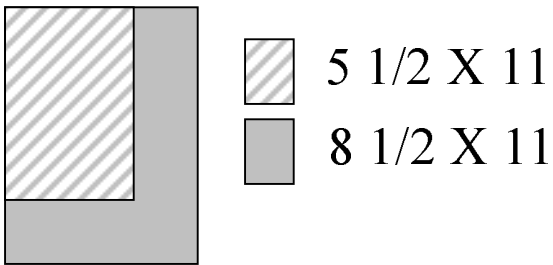
⊟Inserting photos and graphics from a hard copy.
1. Please allow space to insert the graphic.
2. If a specific size is desired, create a box with the dimensions desired in the position where the graphic is to be placed.

   NOTE: Be aware of the proportions of the graphic to be reduced.

   The dimensions will be proportional length and width. 5 1/2" x 8 1/2" is not
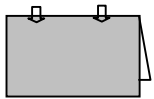
Half of 8 1/2 X 11.

5 1/2 X 11

8 1/2 X 11

The 8 1/2 inch side must be reduced 3 inches to fit the 5 1/2 x 11 inch size..

The 11 inch must be reduced 3 inches producing an 8-inch image. This is approximately 65percent of the original, not 50 percent.

Finishing requests:

 Saddle stitch *(block 17)* is created in multiples of 4 pages whether blank or not. There are 2 pages per each side of the sheet that's 4 pages front and back. Review page sequence to ensure facing pages produce the desired effect. The software will add blanks after the last page if needed to complete the multiple of 4 needed to create the books. The sheets are folded, assembled, and two staples applied to the fold.

When creating the print request make a dummy book of blank sheets folded, and stapled, then numbered to show the desired page sequence on each sheet. This will help us produce the desired product. Pages created two on a page and in numeric sequence will not readily create a saddle-stitched booklet. As always call DAPS for assistance at 287-3741.

UL Portrait stitch *(block 17)* : This is one staple in the upper left corner of the book, there is no folding involved and the page sequence is sequential. This is the most frequent requested binding and the simplest. Note: Call DAPS for assistance at 287-3741.

UL **UR** Landscape stitch *(block 17)* : This is one staple on the upper left or right corner of the book with the difference from portrait stitch is the page orientation of landscape, there is no folding involved and the page sequence is straight forward. This is the most asked for means of binding and the simplest. Note: Call DAPS for assistance at 287-3741.
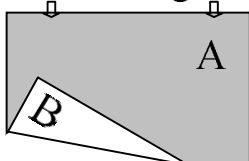
Head to Head Printing   Head to Foot Printing

A B   A B
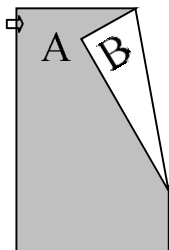
Portrait
(block 13)

Head to Foot Printing   Head to Head Printing
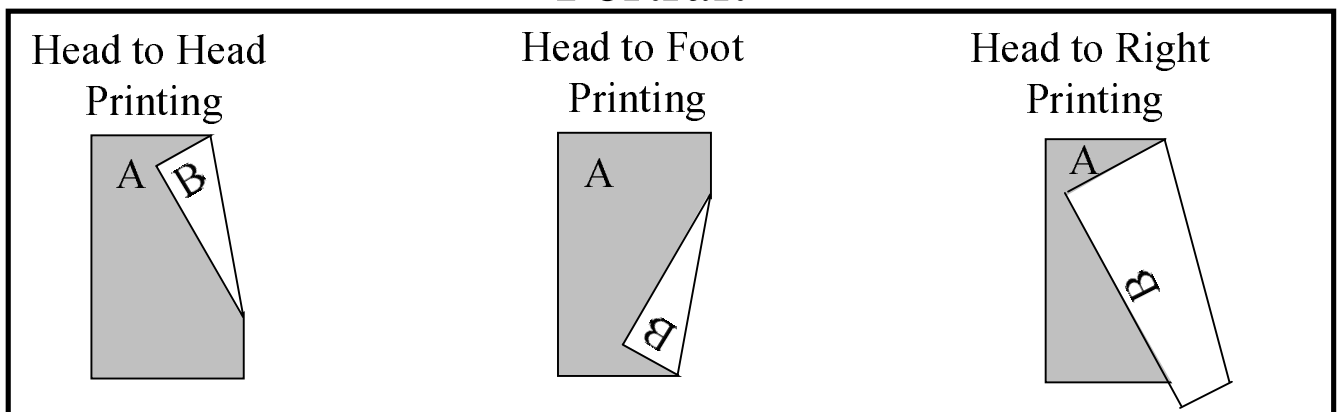
A B   A B
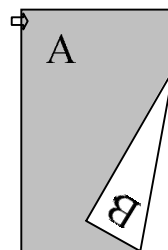
Landscape
(block 13)

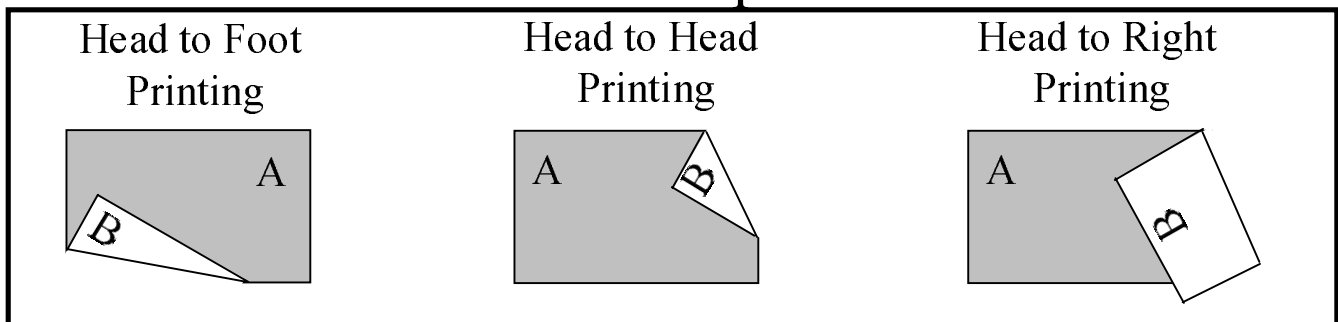# Finishing requests
(continued)

Drilling *(block 16)* : This function places holes in the document to fit in a binder or make use of other means of binding i.e. Acco Fasteners. Note: Call DAPS for assistance at 287-3741.

Specifying the placement of the holes also determines how the product will be viewed. When requesting drilled holes on the left viewing is done head to head for portrait pages and head to foot for landscape pages. A mix of portrait and landscape will be head to right. Drilling on the top the product views head to foot, (like a calendar). Specifications for drilling is from center to center of the holes. Standard 3-hole drill is 4 1/4" center to center. Two hole is 2 3/4" center to center.

Portrait

Head to Head Printing	Head to Foot Printing	Head to Right Printing

Landscape

| Head to Foot Printing	Head to Head Printing	Head to Right Printing

PowerPoint Files

PowerPoint is the most popular file being sent for printing. This is a relatively easy to use application to create page formats, and move pages around to suite the user and the output device.

The most encountered problem with PowerPoint files is with the margins.

The default page setup is generally 10.5 X 7.5, landscape. This size works very well for presentations and transparencies. Be sensitive to the fact that the additional half inch borders do not show on the screen, when making multiple up images, or 2 up pages for programs that the center gutter must afford the one inch margin total. This allows 1/2- inch for each page.
*BE CONSISTANT WHEN PLACING PAGES 2UP OR MORE ON A SLIDE.*
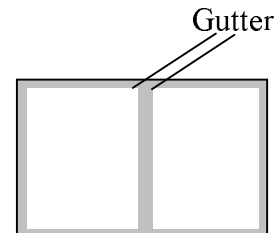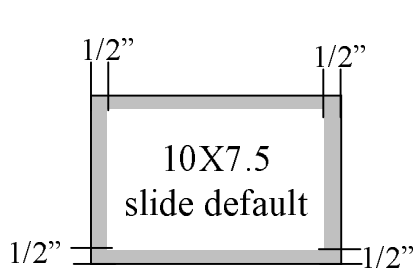
1/2"   1/2"

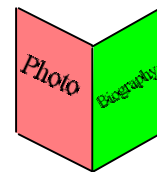10X7.5
slide default

1/2"   1/2"

Gutter

With 1/2" margins, 1"
is needed in the gutter

Page sequence is critical when creating multiple-up pages. Make a "dummy booklet" to display facing pages for assembly. This also displays which 2 pages fall in the center of the saddle stitch books.
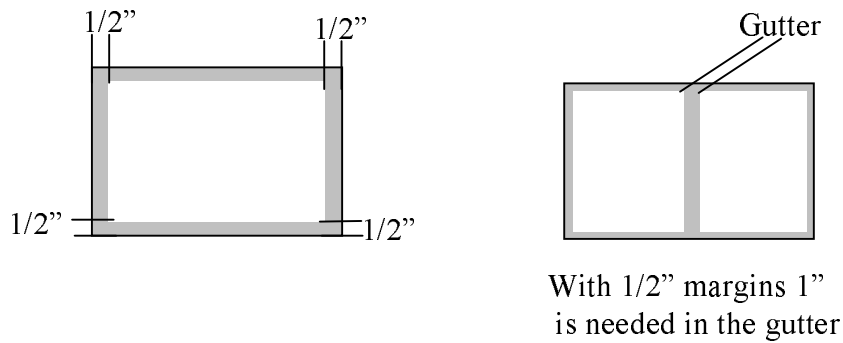
Multiple leafs

Center fold page

Photo *Biography*
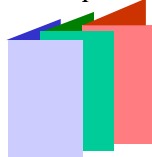
One leaf consists of 4 pages: this must be taken into consideration when assembling the sequence of your document. The software adds blank pages to the end of the document when the total is not a multiple of 4 on saddle-bound documents.

Microsoft Word Files

Microsoft Word is one of the most confusing files sent for printing. Although this is a relatively easy to-use application to create documents, it is sensitive to the difference between printers. Preparers must use commands such as page break, column breaks, and tabs. These commands are understood by printers and deliver a product more closely resembling the desired effects. In Word files; the author must be sensitive to the use of margins and how images reside in the file. Inserting images and setting the desired formatting aids in producing the desired effects. When working with multiple-up files, be aware of margin settings. The one half inch allowance produces a clean product without crowding the image on the page.

1/2"   1/2"   Gutter

1/2"   1/2"
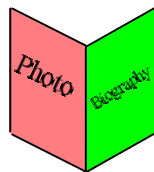
With 1/2" margins 1"
is needed in the gutter

Page sequence is critical when creating multiple-up pages. Make a "dummy booklet" to display facing pages for assembly. This also displays what 2 pages fall in the center of the saddle-stitch books.

Multiple leafs   Center fold page

Photo   *Biography*
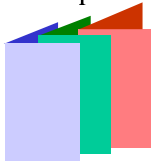
One leaf consists of 4 pages; take this into consideration when assembling the document sequence. The software adds blank pages to the end of the document when the total is not a multiple of 4 on saddle bound publications.

SUPPLYING HARD COPY ORIGINALS and/or DIGITAL FILES

- *When in doubt, send full page 8 1/2 x 11" originals.*

- Identify hard copy originals that have a mix of one and two sided imaged pages.

- Digital files should be one merged file and the formatting must be consistent throughout (Identify the file name on the print request, this eliminates confusion with other files listed).

- Identify on the print request if the job will be rerun again in the near future. (The file can be stored for additional copies later).

- Hard copy originals in poor condition, prepunched for plastic combs, originals on colored stocks (especially reds), increase the labor needed to produce the copies and do not always produce the expected results.

SUPPLYING
HARD COPY ORIGINALS
and/or DIGITAL FILES
(continued)

- Creating 4 1/4" x 5 1/2" documents is very labor intensive. Short suspense are unrealistic.

- When the 4 1/4' x 5 1/2" documents are supplied for duplication every page must be scanned, placed, and copied, 3 more times on the sheet. (*this is not always avoidable and that is understood*)

- When 4 up *(the same page 4 times per sheet)* is supplied the process is expedited and minimal adjustments are required. ***Always double check the margins and image placements for trimming and front to back printing.***

This sheet is an excellent tool to *customize* your page sequence fronts and back. The form also verifies the page sequence and list of pages for the printer

	SEQUENCE SHEET			**PUBLICATION TITLE**						DATE		
PREPARED BY *(Name, Grade)*				**OFFICE SYMBOL / PHONE**								
	PLANT/CDC USE	**FRONTS**	**BACKS**	**PLANT/CDC USE**	**FRONTS**	**BACKS**		**PLANT/CDC USE**	**FRONTS**	**BACKS**		
1		COVER	BLANK		1	2			1	2		
2		i	ii		3				3	A		
3		1	2		A	B			B	C		
4		3	4		C				1-1	1-2		
5		5			1-1	1-2			1-3	2-1		
6					1-3				2-2			
7					2-1	2-2						
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												
23												
24												
PLANT/CDC USE								REORDER NUMBER				
								CURRENT NUMBER				

Page count is also made easier with this form. Note: blanks within a book are counted into the total page count.

This form is required for classified printing. Page count and identification is critical.

DAPS-FH 499, FEB 00 (EF)

PREPARING PRINT REQUESTS

- ⊟ Complete DAPS 5604.
  NOTE:This form is available from the DAPS shops, from Phantom CLERK, and the DAPS web page. http://*fthood.swbt.daps.mil/*.

- ⊟ Instructions for the form are available on the web site and copies can be obtained at DAPS in bldg. 1001. Additional help is available by calling DAPS at 287-3741, or visiting DAPS-Fort Hood, located in Bldg 1001 Room E-134.

- ⊟ The form must be filled out completely. Any information omitted will *stop* the printing process.

- ⊟ When attaching digital files, be sure to attach the packaged (.fpk)print request DAPS-FH 5604 to the E-mail.

- ⊟ The following pages help to walk you through sending digital requests from your desktop.

ELECTRONIC PRINT REQUEST PROCESS STARTS HERE

DAPS

Electronic Print Request

No more running around post for printing.

- Complete a DAPS-FH Form 5604 online using FormFlow (create and save as a .FPK).

- E-mail the print request with your print file to _**doim funding**_ or directly to _**DAPSWebmaster**_ (both are in the global listing).

- DAPS will forward your request through appropriate channels.

- DAPS will notify you when job is complete.
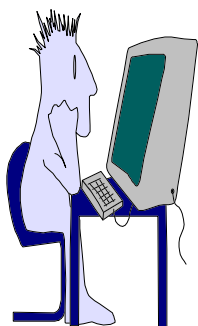
The Request Form is available in PCLERK and at *http://www.fthood.swbt.daps.mil/*

Note: Must have Form Flow 2.22

FormFlow Filler - [Form 5604EF]

File Edit View Insert Format Tools Data Locate Window Help

PRINTING/REPROGRAPHIC REQUEST

Submit original plus 2 COPIES

CHECK IF CLASSIFIED: ☒ CONF ☐ SECRET ☐ EXAM

1. JOB NUMBER	FY 99	PLANT 10	2. BILLING/JOB NO.	SUBPLANT No. 35/36	3. AUTH CODE

4. DATE OF REQUEST	5. DATE OF REQUIRED	8. DESCRIPTION (Title, Form No.,etc.)
07/21/99	07/24/99	Retirement Program

6. NO. OF COPIES	7. NO. OF ORIGINALS
15	22

9. PAPER: (IF NOT STANDARD WHITE BOND)
Text: White   Vellum

10. COLOR OF INK: (IF NOT BLACK INK)
Black

COPYRIGHT NOTICE:
I certify that I understand the laws pertaining to copyright material and none of the material submitted violates those laws.

11. COVER:
Blue   Vellum

19. REMARKS:

12. FINISHED SIZE
☐ 8 1/2 X 11   ☐ OTHER   5.5 X 8.5

13. PRINT
☐ ONE SIDE ☒ HEAD TO HEAD ☐ HEAD TO FOOT

21. REQUESTOR (Name & Signature) PHONE
Ltc. John Doe
287-2222

14. MARGINS (inches)
☒ AS COPY ☐ OTHER

20. DELIVERY INSTRUCTIONS
CALL WHEN READY   MAIL TO:
Same as 21.

22. ACTIVITY/OFFICE   BLDG.
Your Unit

15. ASSEMBLY
☒ COLLATE ☐ STACKS

24. FUNDING AUTHORIZATION (Name & Phone)

16. DRILL   OTHER
☐ 3-HOLE LEFT ☐ 2-HOLE TOP

17. STAPLES/STITCH

23. DAPS ESTIMATE

Record 1/1   Field COLLATE   C   Pg 1/1

Start   Inbox - Microsoft Exc...   FormFlow Filler -...   4:04 PM

These instructions for saving and sending electronic files can be found at
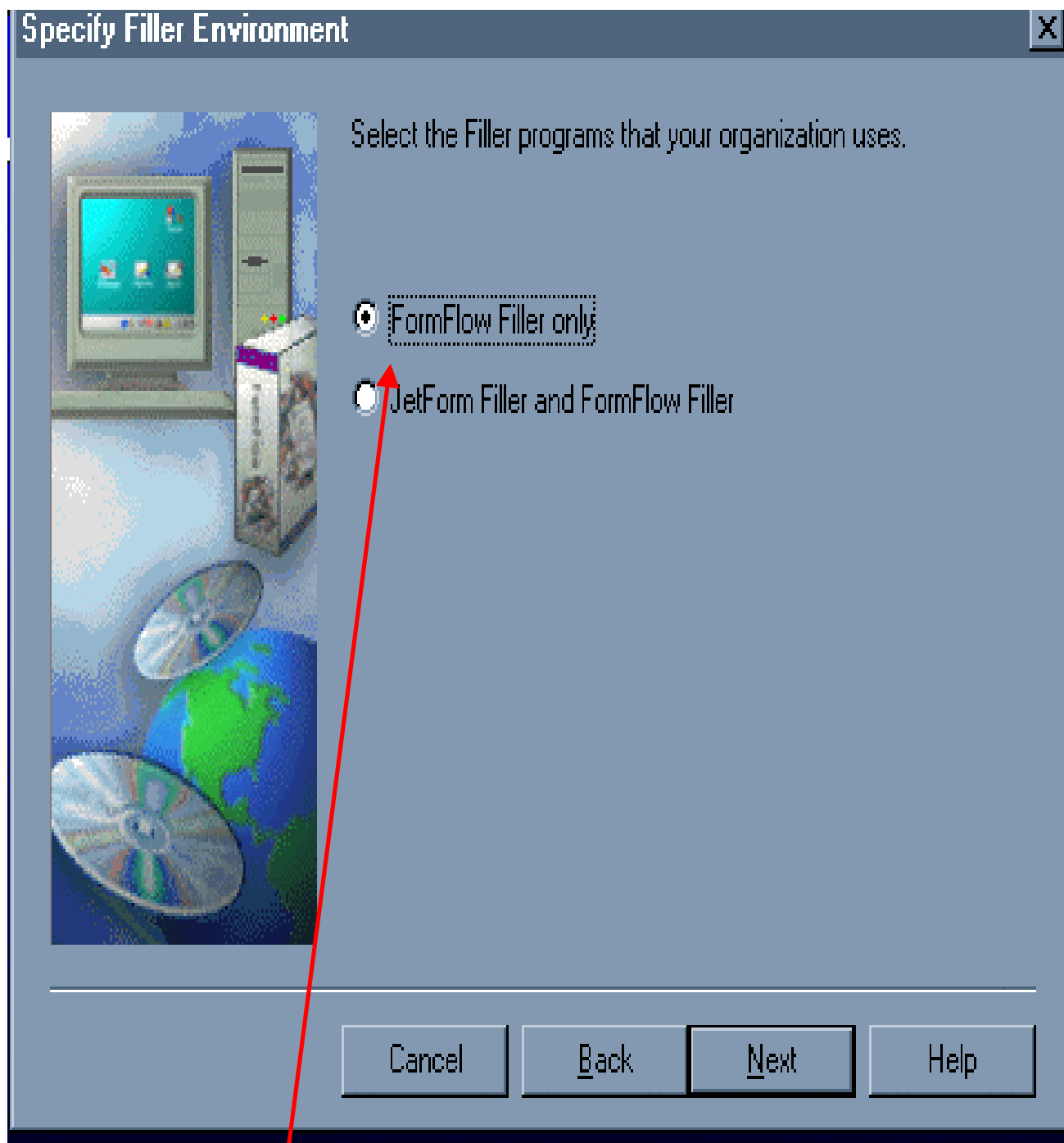### *http://www.fthood.swbt.daps.mil/*

1

PRINTING/REPROGRAPHIC REQUEST   Submit original plus 2 COPIES

CHECK IF CLASSIFIED
☒ CONF   ☐ SECRET   ☐ EXAM

1. JOB NUMBER	FY 99__	PLANT 10	2. BILLING/JOB NO.	SUBPLANT No. 35/36	3. AUTH CODE

4. DATE OF REQUEST 07/21/99	5. DATE OF REQUIRED 07/24/99	8. DESCRIPTION (Title, Form No.,etc.) Retirement Program

6. NO. OF COPIES 15	7. NO. OF ORIGINALS 22

9. PAPER: (IF NOT STANDARD WHITE BOND)
Text: White _____   Vellum _____

10. COLOR OF INK: (IF NOT BLACK INK)
Black

COPYRIGHT NOTICE:

11. COVER:
Blue _____   Vellum _____

19. REMARKS:

I certify that I understand the laws pertaining to copyright material and none of the material submitted violates those laws.

12. FINISHED SIZE
☐ 8 1/2 X 11   ☐ OTHER   5.5 X 8.5 __

21. REQUESTOR (Name & Signature) PHONE
Ltc. John Doe
287- 2222

13. PRINT
☐ ONE SIDE   ☒ HEAD TO HEAD   ☐ HEAD TO FOOT

14. MARGINS (inches)
☒ AS COPY   ☐ OTHER _____

20. DELIVERY INSTRUCTIONS
CALL WHEN READY   MAIL TO:

22. ACTIVITY/OFFICE   BLDG.
Your Unit

15. ASSEMBLY
☒ COLLATE   ☐ STACKS

Same as 21.

24. FUNDING AUTHORIZATION (Name & Phone)

16. DRILL   OTHER
☐ 3-HOLE LEFT   ☐ 2-HOLE TOP _____

17. STAPLES/STITCH

23. DAPS ESTIMATE

Record 1/1   Field COLLATE   C   Pg 1/1

NOTE: Ensure E-mail is on, then begin filling in the form BLOCKS 4-22.

Data must be saved as dbf when initiating the request

Select a file location and name, i.e., C:\ *file name*.DBF, then OK.

Select package form (.FPK). (If not available see next slide.)

Specify Filler Environment

Select the Filler programs that your organization uses.

○ FormFlow Filler only

○ JetForm Filler and FormFlow Filler
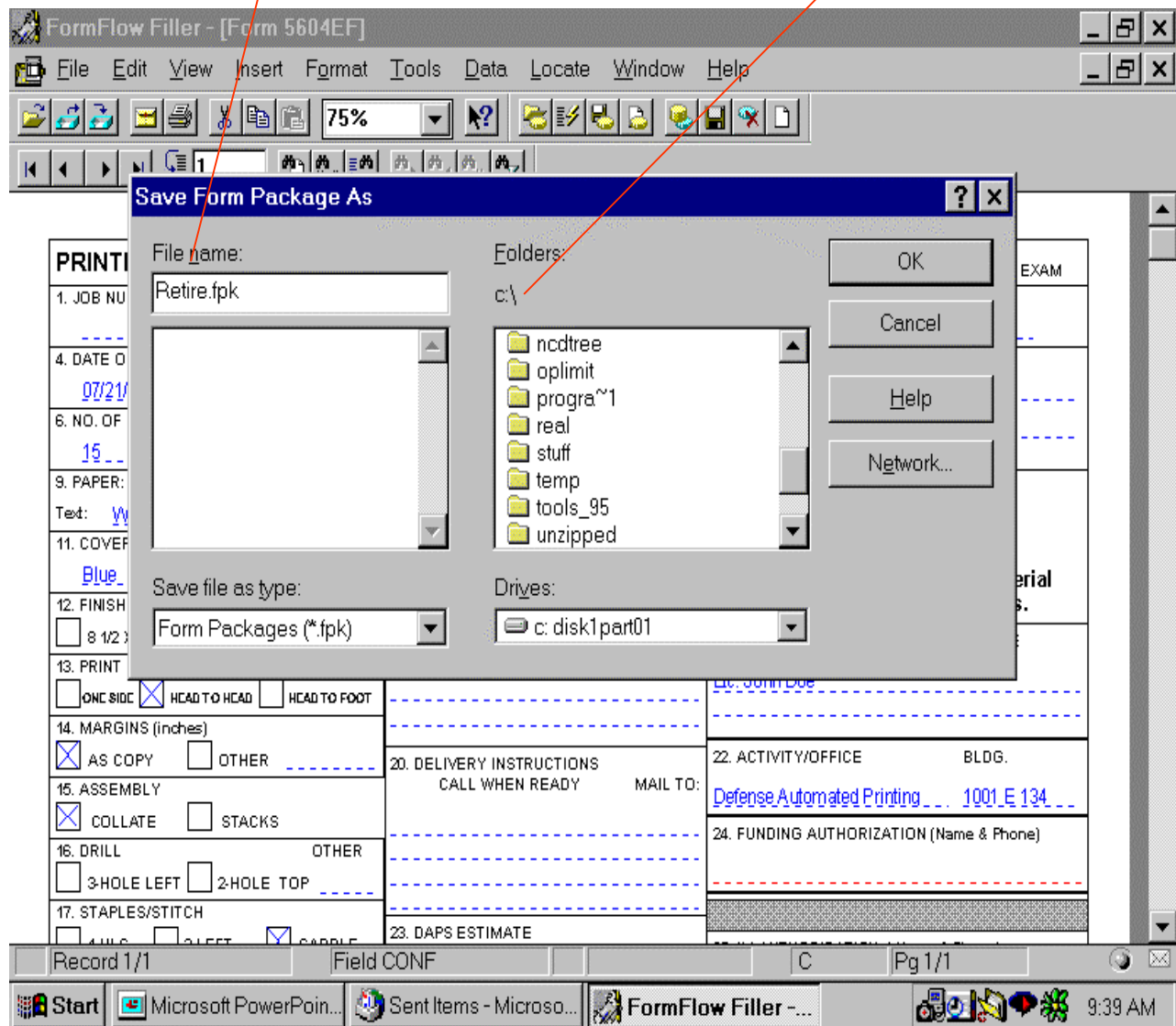
| Cancel | Back | Next | Help |

If package option works then skip next page, If package does not work, Check to see if installation is correct. Please Use this Form Flow Filler only.
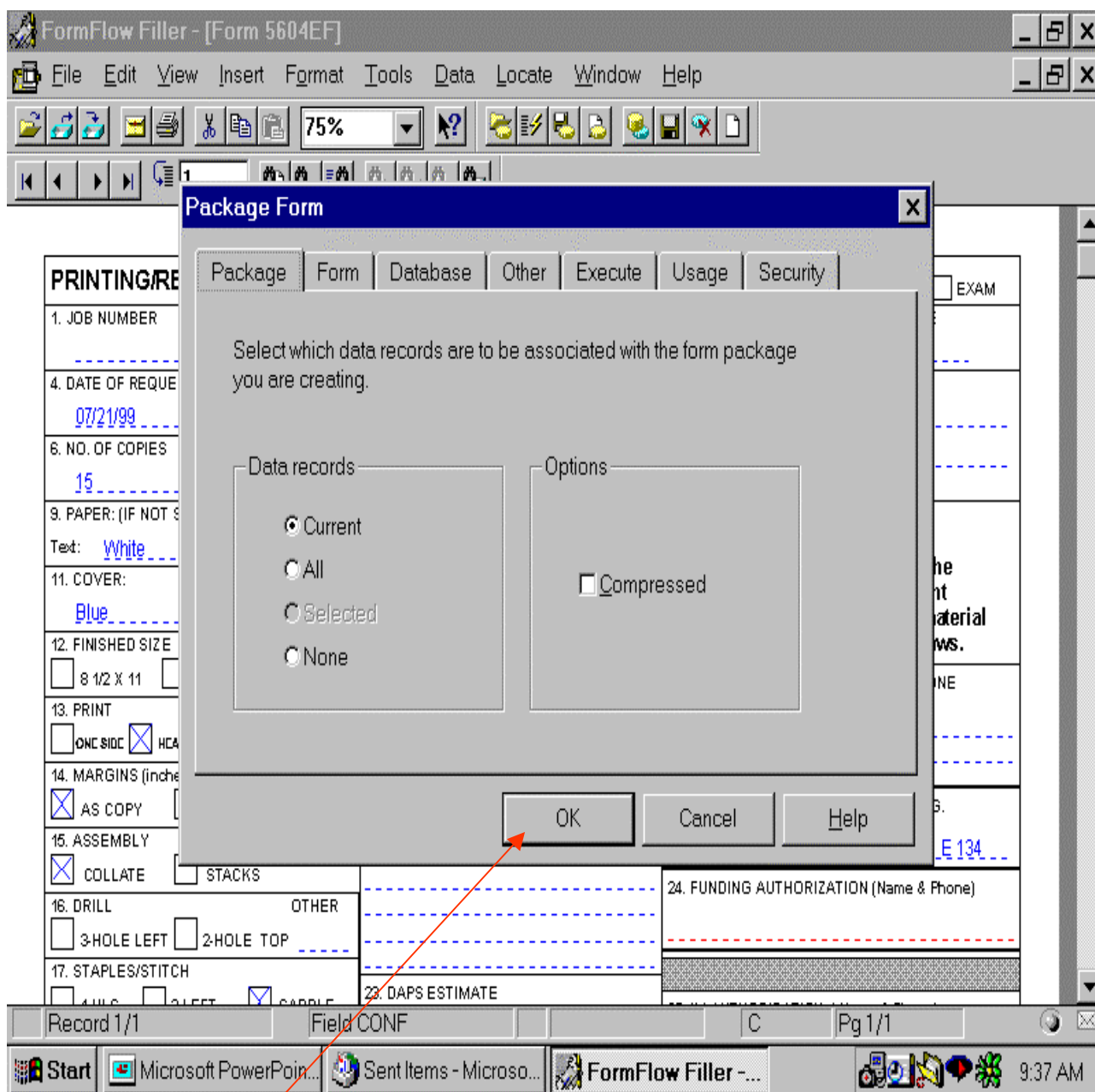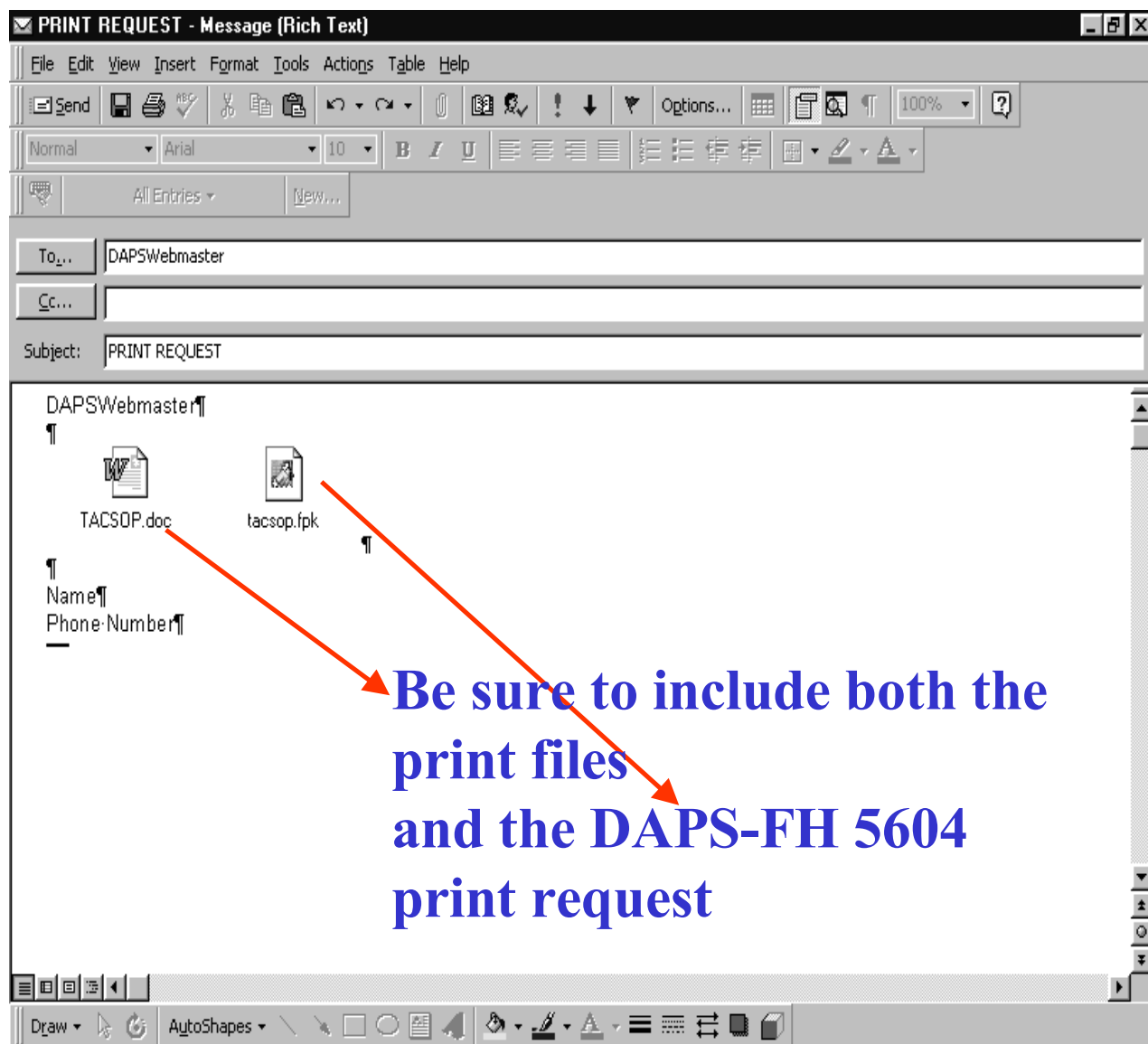
Click OK.

Supply a file name

Note where the file is being saved.

Be sure to include both the print files and the DAPS-FH 5604 print request

E-mail the package form (FPK) and your file to be printed to
DAPSWebmaster@hood-emh3.army.mil or
doim funding @hood-emh3.army.mil

Electronic Print Request Summarized

No more running around post for printing.

- Complete DAPS-FH Form 5604 online using FormFlow (create and save as a .PKG).

- E-mail print request with your print file to *doim funding* or directly to *DAPSWebmaster* (both are in the global address listing)

- We will forward your request through appropriate channels.

- We will notify you when job is complete.

THANK YOU

Defense Logistics Agency
50th DAPS
1949-1999
Innovators in Document Automation

Additional assistance please call
DAPS-FH Lenny Hayhurst 287-3741
DOIM Debbie Locklear 287-7306